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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director of Logistics

DATE: 3 November 1955

FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

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No Change In Class.	<input type="checkbox"/>
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Class. Changed To:	TS S C
Auth.: HR 702	
Date: 10-14-70	By: [Signature]

1. GENERALa. Agency Regulatory Issuances

Office of Logistics concurrence has been submitted to the Regulations Control Staff regarding the following proposed Agency Regulations:

25X1A

[REDACTED] Employment Policy and Procedure
Under Executive Order 10590.

25X1A

Proposed [REDACTED] Acquisition of Air Conditioners, Mechanical Ventilation Systems, and Evaporative Cooling Systems (amended), has been submitted to the Regulations Control Staff for formal coordination.

b. Office of Logistics Notices and Instructions

The following OL Notices and Instructions have been issued:

LN 42-120-3, Papers Submitted to the DCI or DDGI
Requiring Approval or Disapproval

LN 50-190-8, Saturday Staff Duty Officers

LI 10-250-1, Limitations on Outside Activities

LI 20-645-2, Leave

c. Personnel Statistics

T/O Strength Ceiling Strength On-Duty Strength

25X1A

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	<u>T/O</u>	<u>Ceiling</u>	<u>On-Duty</u>
GSA Reimbursables	71	71	66
OL Employees on LWOP			3
d. <u>Mail and Courier Activities</u>			
(1) <u>Mail Activities</u>			<u>Increase or Decrease Over Previous Report</u>
Post Office Mail			
Incoming	5027		/ 331
Outgoing	6822		/ 240
		<u>11,849</u>	/ 571
Postage Expended	\$1,022.86		/ \$6.85
(2) <u>Courier Activities</u>			
Scheduled Courier Trips	320		
Special Courier Trips	154		/ 27
Inter-Agency Mail by Courier			
Incoming	1898		- 85
Outgoing	2345		- 59
		<u>4243</u>	- 144

2. PROJECTS AND STUDIES IN PROCESS

25X1C

3. OTHER ITEMS OF INTEREST

a. Office of Logistics Reports Survey

In accordance with the request of the DD/S and Logistics Instruction 43-200-1, all Staffs and Divisions have inventoried incoming and outgoing reports and submitted report survey worksheets to the Administrative Staff, which will begin an analysis of Office of Logistics reports in conjunction with a representative of the Management Staff.

b. Penalty Indicia Mail

The Office of the Comptroller has advised the Post Office Department that a program basis of reimbursement for use of penalty indicia mail is acceptable to this Agency. On the basis

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of this acceptance, the daily count and recording of all penalty indicia items is discontinued by the Mail and Courier Branch, and the Office of Logistics is collaborating with the Office of the Comptroller in drafting appropriate revision to existing [REDACTED]

c. Administrative Procedures Course

Representatives from the Supply Division and the Printing Services Division are participating as lecturers in this new Administrative Course for clerical and junior administrative personnel. Two Logistics personnel are attending this Course as students.

d. Eighth Logistics Support Course

Grades have been received from the field phase of this Course and are being consolidated with headquarters evaluations. Final evaluations will be distributed to the Divisions by 4 November.

e. Advanced Packaging Course

Internal approval has been obtained for a representative of the Supply Division to attend an advanced course in Packaging at Purdue beginning in February 1956.

f. Typewriter Repair Course

Additional training in typewriter repair has been scheduled with a local commercial firm for qualified personnel to attend.

g. Individual Indoctrination

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[REDACTED] is receiving individual indoctrination within the Office of Logistics, prior to overseas assignment.

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- Orig. & 2 - Addressee
- 1 - OL Official file
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25X1A OL/AS [REDACTED] (3 Nov. 55)

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